



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 60-16	Subject: CHILD AND ADULT PROTECTIVE SERVICES (CAPS)	
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Applicable ACA Standards: 2-7075, 2-7114, 2-7115	Revision Date: 11-23-07, 02-17-10, 05-24-10	
Signature: /s/ Karen Duncan	Effective Date: 09-15-04	
Signature: /s/ Steve Gibson		

I. BUREAU DIRECTIVE:

Youth Community Corrections (YCC) Bureau employees will follow established procedures to input the pertinent information into the CAPS System regarding youth committed to the Department of Corrections under the supervision of Juvenile Parole Officers (JPO). JPOs shall be familiar with the requirements of the CAPS procedures to ensure that accurate and complete information is received. This procedure will be reviewed annually and updated as needed.

II. DEFINITIONS:

CAPS - Child and Adult Protective Services, the online statewide management system maintained by DPHHS. CAPS will be referenced as the vehicle through which payments will be made for out-of-home placements and/or for services provided to the youth.

Medicaid Issuance History List (MIHL) - CAPS screen that displays the CHIMES ID and Medicaid issuance by month/year. The information is received from CHIMES (Combined Healthcare Information and Montana Eligibility System).

III. PROCEDURES:

- A. All JPOs and Regional Administrative Officers (RAOs) will be trained in the automated system prior to use.
- B. Within the first seven days of the youth entering a correctional facility, other out-of-home placement or service, either paid or non-paid, the JPO and RAO will ensure the youth is entered into CAPS. The JPO/RAO will initiate and coordinate with the Youth Court Probation Officer to transfer the youth into the CAPS system.
- C. The JPO/RAO will ensure that all past services are closed and the information is up-to-date for all clients under parole supervision. The JPO should share access of the youth's information with the institutional case manager.
- D. The CAPS screens, for which the JPO/RAO are responsible and most commonly utilize, includes, but is not limited to:

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1. Entering a youth into the CAPS system: PERD, RELL, AXED, CLID CSLL, and ADDL.
2. Placement of the youth into a facility/program: IARL, CRTL, CPHL, SERL, SERN, JPPD, SERP, PAYA.
3. Medicaid eligibility can be viewed on MIHL (Medicaid Issuance History List)
4. Trust Account for youth: TAEL, TAHL.
5. The Alert Screen (ALER) will be accessed at a minimum on a weekly basis. The Alert Screen will inform the JPO/RAO to perform a certain task, approve funding for payable services, initiate a redetermination for Medicaid eligibility, or alert that a commitment is expiring. The alert screen will also provide notification to respond to field investigation requests, trust account expenditures, or various other procedures.
6. The JPO is responsible for approving or closing payable services within the first five days of the calendar month. The Finance and Program Services Supervisor and the YCC Bureau Chief will be notified after the five-day grace period. If left undone, the YCC Bureau Chief will notify the JPO that action needs to be taken.
7. The YCC Bureau Chief will be responsible for reviewing the Alert screen and responding appropriately.

- E. RAOs utilize the CAPS system to ensure appropriate accounting of the juvenile placement funds and are the liaison between the users, the facilities, and DPHHS.

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Community Corrections Financial and Program Services Supervisor.

V. REFERENCES:

[53-1-203, M.C.A. Powers and Duties of the Department of Corrections](#)
CAPS Manual

VI. ATTACHMENTS:

None